

# BOARD OF SUPERVISORS

## Brown County



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### EDUCATION & RECREATION COMMITTEE

John Vander Leest, Chair  
Kathy Johnson, Vice Chair  
Adam Warpinski, Pat Wetzel, Jesse Brunette

### EDUCATION & RECREATION COMMITTEE

Thursday, January 7, 2010

5:30 p.m.

Central Library (Downtown GB)

515 Pine Street

(Mtg to be held in the Lower Level meeting room)

**\*\* Please Note Time and Location \*\***

- I. Call meeting to order.
- II. Approve/modify agenda.
- III. Approve/modify minutes of December 3, 2009.

1. Review minutes of:
  - a) Library Board (11/19/09).

#### NEW Zoo

2. Zoo Monthly Activity Report.
  - a. Visitor Center Operation Reports:
    - i. Admissions Revenue Attendance.
    - ii. Gift Shop, Concessions, Admission & Zoo Pass Revenue.
  - b. Curator's Report - Animal Collection Report December, 2009.
  - c. Education & Volunteer Programs Report November 2009.
3. Budget Adjustment Request (#09-128): Increase in expenses with offsetting increase in revenue (see attached for details).
4. Budget Adjustment Request (#09-129): Increase in expenses with offsetting increase in revenue (see attached for details).
5. Director's Report.

#### Museum

6. Budget Status Financial Report for November 30, 2009.
7. Attendance & Admission, November 2009.
8. Director's report.

#### Golf Course

9. Budget Status Financial Report for November 30, 2009.
10. Golf Course Financial Statistics as of December 20, 2009.
11. Superintendent's Report.

#### Parks

12. Budget Adjustment Request (#09-141): Increase in expenses with offsetting increase in revenue (see attached for details).
13. Budget Status Financial Report for October, 2009.
14. Director's Report for November, 2009.

**Resch Centre/Arena/Shopko Hall**

15. November-09 Attendance for the Brown County Veterans Memorial Complex.

**Library**

16. Budget Status Financial Report for November 30, 2009.  
17. Library Engineering Assessment (Tour of facility will be held at this item.)  
18. Director's Report.

**Other**

19. Audit of bills.  
20. Such other matters as authorized by law.

John Vander Leest, Chair

Notice is hereby given that action by Committee may be taken on any of the items which are described or listed in this agenda.

Please take notice that it is possible additional members of the Board of Supervisors may attend this meeting, resulting in a majority or quorum of the Board of Supervisors. This may constitute a meeting of the Board of Supervisors for purposes of discussion and information gathering relative to this agenda. Word97/agendas/edrec/January7\_2010.doc

**PROCEEDINGS OF THE BROWN COUNTY  
EDUCATION & RECREATION COMMITTEE**

Pursuant to Section 19.84 Wis. Stats., a regular meeting of the **Brown County Education & Recreation Committee** was held on Thursday, December 3, 2009 at the N.E.W. Zoo, 4418 Reforestation Road.

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**Present:** John Vander Leest, Jesse Brunette, Kathy Johnson, Adam Warpinski, Pat Wetzel

**Excused:**

**Also Present:** Supervisors Mary Scray, Jack Krueger, Dave Kaster, Mike Fleck, Executive Hinz, Neil Anderson, Maria Lasecki, Lynn Stainbrook, Terry Watermolen, Scott Anthes, Lori Denault, Curt Beyeler, Bill Dowell, Doug Hartman, Gene Umberger, Becky McKee, Rebecca Looney, Cora Haltaufderheid, Tim Drossart, Colleen Harris, Brett Wallace, Norman Pawelczyk and Other Interested Parties.

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**A ribbon cutting of the new Mayan Food Court was held before the meeting.**

**I. Call Meeting to Order:**

The meeting was called to order by at 6:10 p.m.

**II. Approve/Modify Agenda:**

Motion made by Supervisor Johnson and seconded by Supervisor Warpinski to take item #20 after item #2 and to approve agenda as modified. **MOTION CARRIED UNANIMOUSLY.**

**III. Approve/modify minutes of October 27, 2009:**

Motion made by Supervisor Warpinski and seconded by Supervisor Johnson to approve. **MOTION CARRIED UNANIMOUSLY.**

**Communications**

- 1. Communication from Supervisors Vander Leest and Johnson re: Request to investigate the price of books at online companies and other sources to determine if the current State contract is the best deal available for new book purchases. (Referred from November County Board).**

Library Director Lynn Stainbrook explained that the Library purchases their books from book wholesalers instead of resalers and/or from the publishers directly. Stainbrook stated the Library purchases most of their materials from Baker & Taylor, they are one of the largest wholesalers and they offer direct online ordering capabilities which is a huge benefit. The Library has selectors from all nine buildings throughout the County who go online frequently, look at reviews, etc., and build a shopping cart of materials. That information is then sent to their acquisition staff who then integrates the information into their online catalog order records, assign funds and send payments to Baker and Taylor. In 2008 they were able to buy about 60,000. Stainbrook noted that for 250,000 residents in the community that the 60,000 total is equal to one book for every 4.25 person.

Stainbrook pointed out on the handout (attached) re: Baker & Taylor, Wisconsin Statewide Terms under the Continuation Services header it stated Trade Editions are at a 32% discount, Brown County Library is actually at 41%. She then referred to the handout (attached) re: Ingram Library Services and stated they use them primarily for paperback because they offer a little better of a discount price. They look very carefully at trying to stretch their dollars but 45% is their discount off the publisher's price for a vast majority of what they get. They occasionally use Amazon.com for items that they may not be able to get from wholesalers but it is a little more difficult because they have to duplicate order records and pay up front and have to use a special charge card.

Stainbrook noted that they meet with vendors once a year and often play off other vendors to receive the best rates. Vander Leest questioned if there were any other media outlets or internet outlets that would be more competitive. Stainbrook responded that when it comes to books this is the best way possible but BDG prices, that's where they are finding real great rates out there and they do go out to stores and look at what they have on their sale racks and buy direct from that. They are always looking to get the very best that they can.

**Motion made by Supervisor Warpinski and seconded by Supervisor Johnson to Receive and place on file. MOTION CARRIED UNANIMOUSLY.**

#### **Golf Course**

- 2. Approve request to allow NEW First Tee to have an architect come up with some conceptual drawings of what a First Tee facility would look like on the extra 80 acres that the Golf Course owns. (Referred from September County Board.)**

Scott Anthes informed the committee that this had been first brought up back at the August meeting. He stated there is an extra 80 acres west of the Golf Course that he had envisioned possibly using for some type of family center/golf course decided to contact the First Tee. It so happened that at that time they were looking for a center or hub in NE Wisconsin for their program. There had been some discussions with regards to having either First Tee or the Wadsworth Golf Charities Foundation come up with a couple conceptual and business plans for what it would look like and what it would cost to run with a partnership. The next step would be to get permission from the committee to have an architect submit a simple plan.

Executive Director from The First Tee of Green Bay, Tim Drossart, provided a packet of information to each committee members (a copy of this information can be viewed in the County Board office) and explained that The First Tee uses golf to teach life skills. They impact over 8,500 youth in school programs and after-school programs for the kids from the at risk school, Syble Hopp, Boys & Girls Club, YMCA and other organizations in the area and also offer scholarships for kids with financial needs. Their hope is to have a facility that they can "hang their hat on" and the Wadsworth Foundation had a similar mission (Wadsworth Foundation packet located in County Board office). Some interesting history, Brent Wadsworth had built over 800 golf courses and his first golf course that he had partnered to build was the Brown County Golf Course. The Wadsworth Foundations vision is to build a golf course for kids, families, people with disabilities and rehabs. In partnering with the Wadsworth Foundation, they would not only offer financial backing, they will include plans at no cost. If there is a decision to complete this project, the Wadsworth Foundation has

partners and will be able to construct the project at 60% of cost.

Anthes stated the golf course would generate revenue from this on the down time. He explained that this would be a partnership and there would be no lease agreement. Brown County would oversee the day to day operations.

Supervisor Johnson felt that this compliments what they were trying to accomplish in our community as a community and work in partnership with other people to create things like this. She applauds them for bringing this forward and felt it was a great concept.

A brief discussion ensued regarding the amount of acreage that gets used for these types of programs. Drossart stated it varied and suggested putting together a few scenarios and having the architects figure out what would work best based on the land. He stated the architects are based out of Chicago but would have the plans available in a 3-4 month time period. Along with the plans Drossart will put together a financial performance to show what the revenues will generate.

Vander Leest stated he would like to see some public input and questioned looking ahead, will this require a huge financial commitment from Brown County. Drossart responded that the thought process would be to raise the funds to build. He noted that if the County would like to be involved in the process that would be awesome. He continued that they have put together a campaign committee and he had spoken with several potential donors and the reception was terrific. The Wadsworth Foundation would provide \$50,000 to start the project out. Vander Leest suggested visiting the site of the golf course when the plans are available weather permitting.

**Motion made by Supervisor Brunette and seconded by Supervisor Warpinski to approve the request to have architect come up with conceptual drawings. MOTION CARRIED UNANIMOUSLY.**

*Although shown in proper format here, item #20 was taken after item #2.*

**3. Budget Status Financial Report for October 31, 2009.**

**Motion made by Supervisor Warpinski and seconded by Supervisor Johnson to receive and place on file. MOTION CARRIED UNANIMOUSLY.**

**4. Golf Course Financial Statistics as of November 15, 2009.**

Golf Course Superintendent, Scott Anthes, stated the golf course is now closed. Revenue for the year is down about \$13,000, the Safari Steakhouse is up about \$3,000 for the year. Green fees for the month of October were 30% down in play from last year due to the weather and that's according to the National average.

**Motion made by Supervisor Warpinski and seconded by Supervisor Wetzel to receive and place on file. MOTION CARRIED UNANIMOUSLY.**

**5. Budget Adjustment Request (#09-106): Increase in expenses with offsetting increase in revenue.**

Vander Leest wanted to compliment all the people involved in the Children's Charity Golf Classic and wanted to publically thank County Executive Hinz and Rich Nelson

for their support and involvement with this as well. It has proven to be very successful.

**Motion made by Supervisor Johnson and seconded by Supervisor Wetzel to approve. MOTION CARRIED UNANIMOUSLY.**

**6. Superintendent's Report.**

Anthes reported on the following:

- The golf course closed on December 20<sup>th</sup>.
- The Safari Steakhouse remains open all year long.
- The new POS system is up and operating. There were a few hiccups but they were able to train on the new system and expect it to do very well.
- The golf course staff are currently working on cleaning up the course, trimming trees and bushes.
- Machines are starting their winter maintenance.
- Currently working on the county wide safety program.
- Working on setting up an online shopping site/webpage to sell their gift cards, etc.
- Looking at maybe purchasing a small portable greenhouse for next year so they can start growing their own flowers for around the golf course.

**Motion made by Supervisor Warpinski and seconded by Supervisor Johnson to receive and place on file. MOTION CARRIED UNANIMOUSLY.**

**Museum**

**7. Budget Status Financial Report for September 30 and October 31, 2009.**

**Motion made by Supervisor Warpinski and seconded by Supervisor Wetzel to receive and place on file. MOTION CARRIED UNANIMOUSLY.**

**8. Attendance & Admission, October 2009.**

**Motion made by Supervisor Warpinski and seconded by Supervisor Johnson to receive and place on file. MOTION CARRIED UNANIMOUSLY.**

**9. Grant Application Review (#09-41): Cataloging the Green Bay Press-Gazette Negative Collection.**

As stated on the Grant Application Review: The Neville Public Museum will catalog its Green Bay Press-Gazette negative collection of over one million negatives. Grant dollars will fund the hiring of two part-time limited term employees to catalog the collection and enter it into the museum's ARGUS collection management database and purchase computer equipment for these employees. Cataloging is an important step for preserving the collection and making it accessible to researchers. Umberger stated an ancillary benefit would be that it lays the groundwork to digitizing and would generate several exhibits of these photographs.

Rebecca Looney, Museum Curator of History, was present. Her role is to act as the grant administrator and the exhibits curator for the project. She explained the time frame of the negatives are from around the late 1940s through the 1980s.

**Motion made by Supervisor Johnson and seconded by Supervisor Warpinski to receive and place on file. MOTION CARRIED UNANIMOUSLY.**

**10. Director's report.**

Museum Director Gene Umberger provided a handout (attached) and highlighted activities during the month of November. He noted an addition to the Holiday Memories: Prange's Christmas Windows was the "Children Only Shop" and it had exceeded their expectations and was extremely successful.

Becky McKee, Museum Foundation President, stated to give an idea of their success, the "Children Only Shop" was open the Friday, Saturday and Sunday after Thanksgiving for three hours a day and they had grossed a \$1,000 in nine hours with the highest gift price being \$5 and the lowest \$.25. It took five volunteers to run the shop.

**Motion made by Supervisor Johnson and seconded by Supervisor Wetzel to receive and place on file. MOTION CARRIED UNANIMOUSLY.**

**Library**

**11. Budget Status Financial Report for September 30 and October 31, 2009.**

**Motion made by Supervisor Warpinski and seconded by Supervisor Johnson to receive and place on file. MOTION CARRIED UNANIMOUSLY.**

**12. Budget Adjustment Request (#09-121): Increase in expenses with offsetting increase in revenue.**

**Motion made by Supervisor Johnson and seconded by Supervisor Warpinski to approve. MOTION CARRIED UNANIMOUSLY.**

**13. Approve Low Bid for Digital Controller for Weyers-Hillard Library.**

Library Director Lynn Stainbrook stated that this was the last project out of their 2008 carryover fund project list. They held off on doing the project just in case they had some emergency needs at one of their buildings. Library Board President, Terry Watermolen, stated this allows a phenomenal increase in energy savings and efficiency and manpower since they are currently sending their staff out for adjustments.

**Motion made by Supervisor Warpinski and seconded by Supervisor Johnson to approve Energy Control and Design base bid of \$35,645 with option 1 bid \$1,950. MOTION CARRIED UNANIMOUSLY.**

**14. Boldt Engineering Report (Handout was distributed to committee members at 10/27/09 meeting.)**

Stainbrook provided a handout (attached) re: General Recommendations on Building Conditions and briefly went through the items listed while noting what she felt were of major concern. Warpinski interjected questioning if there were funds currently available to fix the emergency lighting and exit lighting due to safety issues. Stainbrook responded that the County Board bonded for some improvements for the library in the facilities budget. Part of the money was spent on doing the Boldt

Construction Engineering Report and the RFP for a Library Architect. She believed that there may be some additional money out of that bonding to take care of some of the listed items. Dowell confirmed that there will be some additional funds left to be put towards fixing some of the most critical items from that assessment. Dowell felt that anything safety related would be first and anything energy efficient would be second. They will know the exact amount of money left in February.

Vander Leest stated he was supportive of Warpinski's request noting a few years back there had been some concerns from the fire department and they had to take care of those items immediately. He was told that if they were a business they would be subjected to fines. Dowell responded that he felt confident that they could go ahead and take against the funds that are available and still have adequate funding. Johnson acknowledged that she was also in support and stated as a committee she would like to give the directive to move forward. Where ever they draw the money from can be decided as administrative people. Dowell felt that using asset maintenance funds for emergency repairs made sense and would hold off from using such funding for energy efficient updates.

Further discussions ensued with regards to applying for stimulus funds in which the motion was made.

**Motion made by Supervisor Warpinski and seconded by Supervisor Johnson to direct Facilities to replace exit lighting and emergency lighting for no more then \$50,000 out of asset maintenance fund. MOTION CARRIED UNANIMOUSLY.**

**Motion made by Supervisor Johnson and seconded by Supervisor Warpinski to have Facilities report on their stimulus application in February. MOTION CARRIED UNANIMOUSLY.**

Further safety discussions ensued with regards to concerns with elevator issues at the library. Stainbrook noted that they were not ADA compliant and 40 years old. Facility Management Engineer Nathan Curell agreed stating they were considered a risk. They have had issues in their maintenance elevator which had since been fixed however the two main elevators had not and they are also not large enough for a wheelchair.

Dowell suggested finishing pre-design, get a plan and prioritize. Watermolen stated they were going in the right direction noting that it was a good building and it had a good foundation and to move onto the pre-design. Steps beyond safety will fit in the master plan.

#### **15. Director's Report.**

Stainbrook handed out a copy of the Library Report for November 2009 (attached) and noted several items from her report.

A photocopy of photos from the Photography Contest kicked off during Teen Read Week was also distributed and can be seen in the County Board office.

Stainbrook noted that the County Executive had provided her with an article from the American City and County Magazine titled "Libraries: Not just for books anymore" (attached) and pointed out the quote "81 percent of public libraries report there are



not enough public Internet computers to meet patron demand some or all of the time". Her good news is that she heard this week that they are getting a grant for 34 laptop computers to go into their branches on top of the Gates Grant where they are getting 8 laptops for Central Library in 2010 and another 8 in 2011. The breakdown is Wrightstown & Denmark 2 laptops each, Pulaski & Southwest: 3 laptops each, Ashwaubenon & East will get 4 each and Kress & Weyers-Hillard Library will receive 8 laptops.

**Motion made by Supervisor Johnson and seconded by Supervisor Warpinski to receive and place on file. MOTION CARRIED UNANIMOUSLY.**

**Facility Management**

**16. Library Pre-Design RFP.**

Dowell stated that the pre-design will give an idea of the amount of money needed for a project. It will give a general dollar amount which will be good for a number of years for what a project will cost. The selection committee for the architect will consist of a library staff member, a library board member, staff from the Facilities Department and an Education and Recreation committee member.

Warpinski asked if he could be included as a member of the selection committee.

**Motion made by Supervisor Johnson and seconded by Supervisor Warpinski to approve RFP. MOTION CARRIED UNANIMOUSLY.**

**17. Budget Adjustment Request (#09-116): Change in any item within Outlay account which requires the reallocation of funds from any other major budget classification or the reallocation of Outlay funds to another major budget classification.**

**Motion made by Supervisor Warpinski and seconded by Supervisor Brunette to approve. MOTION CARRIED UNANIMOUSLY.**

**Park Management**

**18. Update on Arena Projects.**

Dowell stated that he had met with Cora Haltaufderheid, Chief Operating Officer – VP at PMI Entertainment Group, every two months. During that time Ms Haltaufderheid suggested some priorities within projects that were in their plan for a while. He stated he had planned to go over those suggestions, finalize the 2010 plan and come back to report at the next meeting. Dowell explained the purpose of the 10 year plan was to focus on arena due to its age. Supervisor Johnson responded that as they do their planning they should focus on all three buildings for maintenance reasons. Handouts re: Arena Complex 10-Year Capitol Plan 2008 Budget & 2009 Budget were provided (attached) for a frame of reference for their discussion.

Curell reported on a few updates stating there had been drainage problems in Shopko Hall and they had replaced 55 electrical boxes for less than \$25,000. They had been experiencing problems since the roof went in three years ago so they are working on a Snow Protection Plan. Although their energy costs went down the snow accumulates and falls off the roof in major chunks. They have a design of an ice catcher around the roof/top of the building and awarded a contract a few weeks ago to work on that. They had also replaced doors and door frames. Curell felt

confident in the solution of their Protection Plan

**Motion made by Supervisor Johnson and seconded by Supervisor Brunette to receive and place on file. MOTION CARRIED UNANIMOUSLY.**

**19. Parks - Budget Status Financial Report for September 30, 2009.**

**Motion made by Supervisor Warpinski and seconded by Supervisor Wetzel to receive and place on file. MOTION CARRIED UNANIMOUSLY.**

*Item #20 was taken after item #2.*

**20. Discussion on WIDOT Changes to Highway 29 and the Impact on Pamperin Park.**

Hartman introduced US 41 Project Design Supervisor Colleen Harris, US 41 Corridor Manager Brett Wallace, and Real Estate Supervisor Norman Pawelczyk to the committee and explained that the Hwy 29 project will be occurring soon and it will have a small impact on the entrance to Pamperin Park. He stated he had been speaking with the DOT for about two years with regards to this matter and would like the committee to be aware of the outcomes.

Harris provided handouts (attached) and gave a brief presentation to the committee with regards to information handed out.

Supervisor Vander Leest questioned if Hartman had any other logistics or other concerns for the County. Hartman responded that the only concern was to maintain access which the DOT explained they are committed in doing that.

Harris had also explained that along with purchasing property and the need for temporary easements, they will ask Brown County to grant temporary access on county property to build roads. Hartman stated that tonight's purpose was informational and to ask questions but that there will be another time where they will come back to meet regarding the land.

**Motion made by Supervisor Warpinski and seconded by Supervisor Johnson to receive and place on file. MOTION CARRIED UNANIMOUSLY.**

*The committee referred back to item #3 at this time.*

**21. Update on Brown County Pet Exercise Area Improvements.**

Vander Leest suggested formally thanking all the volunteers at an upcoming County Board meeting for money raised and putting up the fence at the dog park. He would also like to see a plaque at the park. Hartman stated there had been discussion with regards to the money left to be used for a bridge over the ravine.

**Motion made by Supervisor Johnson and seconded by Supervisor Warpinski to receive and place on file. MOTION CARRIED UNANIMOUSLY.**

**22. Director's Report for October 2009.**

Dowell reported that he had recently taken a trip along with Executive Hinz to the

Aldo Leopold Legacy Center in Baraboo, Wisconsin. The Leopold Center is a Platinum LEED certified green building earning the highest LEED honors and is the greenest building in the United States

A few months ago the committee approved a budget transfer for a stimulus grant for paving the Fox River Trail. In February they will select a contractor to get two more miles paved.

**Motion made by Supervisor Warpinski and seconded by Supervisor Brunette to receive and place on file. MOTION CARRIED UNANIMOUSLY.**

**NEW Zoo**

**23. Budget Status Financial Report for September 30, 2009.**

**Motion made by Supervisor Johnson and seconded by Supervisor Wetzel to approve. MOTION CARRIED UNANIMOUSLY.**

*Items 24, 25 & 26 were taken together.*

**24. Budget Adjustment Request (#09-103): Increase in expenses with offsetting increase in revenue.**

**25. Budget Adjustment Request (#09-107): Increase in expenses with offsetting increase in revenue.**

**26. Budget Adjustment Request (#09-112): Increase in expenses with offsetting increase in revenue.**

**Motion made by Supervisor Warpinski and seconded by Supervisor Brunette to suspend the rules to take items 24-26 together and approve. MOTION CARRIED UNANIMOUSLY.**

**27. Zoo Monthly Activity Report.**

**a. Visitor Center Operation Reports:**

- i. Admissions Revenue Attendance, 2009 Report.**
- ii. Gift Shop Concessions Revenue, 2009 Report.**

**Motion made by Supervisor Johnson and seconded by Supervisor Warpinski to receive and place on file. MOTION CARRIED UNANIMOUSLY.**

**b. Curator's Report - Animal Collection Report November, 2009.**

In addition to the report in the packet, Carmen Murach, curator of animals, reported that the snow leopards had been engaging together which is very positive, their 9-year-old female moose named Flo passed away after dealing with something for a while. She stated Flo has undergone many tests and treatments in the last few years. A necropsy was performed to learn the extent and cause of her medical problems. A life expectancy can be between 10 and 15 years. Murach stated they had spoken with Riverside Zoo in Nebraska with regards to new moose. Lastly she reported that they had purchased 17 new waterfowl.

**Motion made by Supervisor Warpinski and seconded by Supervisor Johnson to receive and place on file. MOTION CARRIED UNANIMOUSLY.**

**c. Education & Volunteer Programs Report October 2009.**

**Motion made by Supervisor Johnson and seconded by Supervisor Wetzel to receive and place on file. MOTION CARRIED UNANIMOUSLY.**

**28. Director's Report.**

Nothing further to report.

**Motion made by Supervisor Warpinski and seconded by Supervisor Johnson to receive and place on file. MOTION CARRIED UNANIMOUSLY.**

**Resch Centre/Arena/Shopko Hall**

**29. October-09 Attendance for the Brown County Veterans Memorial Complex.**

**Motion made by Supervisor Warpinski and seconded by Supervisor Johnson to receive and place on file. MOTION CARRIED UNANIMOUSLY.**

**Other**

**30. Audit of bills.**

**Motion made by Supervisor Johnson and seconded by Supervisor Brunette to pay the bills. MOTION CARRIED UNANIMOUSLY.**

**31. Such Other Matters as Authorized by Law:**

**Motion made by Supervisor Warpinski and seconded by Supervisor Johnson to adjourn at 8:45 p.m. MOTION CARRIED UNANIMOUSLY.**

Respectfully submitted,

Alicia A. Loehlein  
Recording Secretary

## PROCEEDINGS OF THE BROWN COUNTY LIBRARY BOARD

A meeting was held on November 19, 2009 at 6:00 p.m. in the Board Room of the Brown County Central Library, 515 Pine Street, Green Bay WI

**PRESENT:** TERRY WATERMOLEN, DENISE BELLMORE, CARLA BUBOLTZ, JOHN HICKEY, PAUL KEGEL, KIM LA PLANTE, KATHY PLETCHER, TONY THEISEN

**ALSO PRESENT:** LYNN STAINBROOK, MARY RYAN, LORI DENAULT, CURT BEYLER (staff);

President Terry Watermolen called the meeting to order at 6:00 p.m.

### APPROVAL/MODIFY AGENDA

There were no modifications to the agenda. Motion by Pletcher, seconded by Buboltz, to approve the agenda. Motion carried.

### MINUTES, BILLS AND COMMUNICATIONS

There being no changes or modifications, the October 15, 2009 meeting minutes stand approved.

Lori Denault reported that the bills did not contain any out of the ordinary expenses.

The East Branch received a letter from Lori Doell thanking the library for computers and instruction received from the staff, in particular Nancy Loehlein and Dianne Staidl, at the East Branch Library.

### OPEN FORUM FOR THE PUBLIC

No one present wished to address the Board.

### APPOINTMENT OF OFFICERS

Due to Paul Schierl's resignation, the Financial Secretary position is vacant until January when the annual election of officers takes place. Terry would like that position filled and nominated John Hickey. Motion by Pletcher, seconded by Buboltz to appoint John Hickey as Financial Secretary. Motion carried.

### FACILITIES REPORT

- a. **Approve Architect RFQ/RFP** Lynn Stainbrook commented on the extensive work that went into drafting the RFP and reminded the Board that the money for services received is in the county's facilities budget – not the library's budget. Much discussion went into the scoring system before an agreement was made. Because this is for professional services, it means that the firm with the highest score isn't necessarily the firm that gets hired. The RFP process is preferred because it puts the proposal before the county board and oversight committees and allows for better communication and information sharing. Scoring takes place before and during the interview process. Motion by Buboltz, seconded by Pletcher to approve the Architect RFP. Motion carried.
- b. **Approve Bid for Direct Digital Controller for Weyers-Hilliard** This was a 2008 carryover project. While it was put out for bid, only one bid was received. There is one valuable option that would include the placement of discharge air sensors at all diffusers in 21 zones that would assist in troubleshooting air movement problems that was suggested for inclusion. Motion by Buboltz, seconded by Pletcher to approve the bid for the Direct Digital Controller, including the discharge air sensors option, for the Weyers-Hilliard Branch Library. Motion carried. This project will move on to the Ed & Rec Committee and then the County Board. It is a budgeted project.
- c. **Solar Energy Project at Kress Family Library** Lynn met with the SEEDs group sub-committee and is very enthusiastic. They are very organized and are seeking a project manager and people are volunteering to write grant applications and to do fundraising. No funds have been raised so far but the group is very positive. An interested person will work on the Focus on Energy grant. A future meeting has not yet been set. The anticipation is that library funds will not have to be spent towards this project but the library will benefit from energy savings.
- d. **Discuss, Approve Energy Conservation Methods** Some items listed on the memo Lynn included are already being addressed. Curt adjusted HVAC setbacks at the Ashwaubenon and Southwest branches and a savings should be realized based upon the impact of regulated occupancy heating and cooling levels. Setbacks are timed to the opening and closing of the libraries. The adjustable thermostat at the Southwest Branch is working fine – the keypad will be locked to prevent tampering.

The Central Library lamps are being inventoried for replacement purposes and the library will be re-lamped in phases. Some lamps have rebates and energy inefficient lamps would be saved as back-ups. Curt mentioned that retrofitting the U-tube fixtures at the Ashwaubenon Branch is not a high priority.

The occupancy sensors for the Southwest Branch have been priced but not installed. Different sensors are needed and total less than \$200.

An estimate of \$11,251.22 would pay for the outlined energy conservation methods that could be completed in-house. Payback on most of these ECMs would be less than two years. Motion by Theisen, seconded by La Plante, to approve the implementation of energy conservation methods in the estimated amount of \$11,251.22. Motion carried. Lori noted that a budget transfer would be needed.

Curt reported that seasonal maintenance is underway and that jail inmates were used for Fall clean-up at the Central, Ashwaubenon and Southwest libraries over a few days time. He commented that it went very well and there were not any problems. Forty-two volunteer hours were used.

#### APPROVE NEW INTEGRATED LIBRARY SYSTEM CONTRACT

The contract is closer to being complete. Lynn and Lori met with the Information Services and Purchasing Departments. Only one item about a virtual management system is still under review. The contract should be finalized for approval by the December meeting. No action was taken. Lynn complimented Lori's involvement and knowledge displayed at the meeting with Bob Heimann and Kurt Hogarty and indicated that since Lori will be supervising the Circulation and Technical Services staff that her job description will likely change to include the additional duties she has taken on and will be recommending a title change in the future.

#### APPROVE CHANGE IN TABLE OF ORGANIZATION

While it was hopeful, no information was available regarding a change in the table of organization.

- a. Approve Curt Beyler as Interim Facilities Manager The details have been worked through with Human Resources. Motion by Hickey, seconded by Pletcher, to approve Curt Beyler as Interim Facilities Manager. Motion carried.

#### ACCOUNTANT'S REPORT

- a. Financial Report A financial report for October was presented by Lori Denault. Lori mentioned that everything looked on track for the year. Motion by Pletcher, seconded by Buboltz to approve the October financial report. Motion carried.

- b. Acceptance of Gifts Grants and Donations Motion by Buboltz, seconded by Pletcher, to approve the October, 2009 Gifts, Grants and Donations as follows:

##### October 2009 Gifts & Donations

Green Bay Community Service Club	\$ 200.00	Children's programming
James & Carmela Hyduke - In Memory of Lee Jeska	25.00	Kress children's materials
Friends of the Brown County Library	829.00	Ashwaubenon landscaping
Friends of the Brown County Library	2,099.38	East & Pulaski bookcases
Christopher Heimler	25.00	Local History materials
Nancy Stimart	1,000.00	Library improvements
Friends of the Brown County Library	425.00	Kress children's programs
Friends of the Brown County Library	199.86	East literature holders
Greater Green Bay Community Foundation	17,714.50	Print management software
Ashwaubenon	11.29	Donation Box
Bookmobile	2.01	Donation Box
East	29.79	Donation Box
Weyers/Hilliard	457.17	Donation Box
Central Circulation	51.22	Donation Box
Kress	35.90	Donation Box
Adult Services	3.58	Donation Box
Pulaski	2.95	Donation Box

Southwest	6.11	Donation Box
Wrightstown	11.76	Donation Box
<b>Total Donations</b>	<b>\$ 23,129.52</b>	

#### **Federal & State Grants**

Nicolet Federated Library System	\$ 4,000.00	Technology grant
Nicolet Federated Library System	16,939.00	Technology grant
<b>Total Grants</b>	<b>\$ 20,939.00</b>	

**Motion carried.**

#### **BUDGET**

a. Budget adjustment for PC reservation software **Motion** by Hickey, seconded by Pletcher, to approve a request for budget adjustment for grant received in the amount of \$20,939 from Nicolet Federated Library System for the PC reservation project. The project was approved last year, but not implemented until this year. **Motion carried.**

#### **NICOLET FEDERATED LIBRARY SYSTEM**

**Monthly Update** John Hickey reported that NFLS had interviewed different accounting firms and has decided on Schenck Business Solutions of Green Bay. The next meeting is December 1 at Noon. Kathy asked about disbursement of the reserve funds and John replied that the NFLS board would be open to proposals for funding. It was suggested to NFLS that they flowchart the monies that are distributed to all the members. This idea was supported by the other library directors. Lynn mentioned that she asked for money to help defray the cost of the library's Integrated Library System (\$170,000). Lynn also mentioned that Gina Reinardy (Friends of Brown County Library Board and retired BCL employee) was appointed to the NFLS board replacing the position vacated by Paul Schierl. Mary Scray has recently resigned due to schedule conflicts. The Resource Library Agreement draft is being reviewed by Mark and he is meeting with Lynn on November 20.

#### **INFORMATION SERVICES REPORT ON SERVICES RECEIVED**

Lynn reported that a lot of time was spent with I.S. on the Sirsi/Dynix contract. Mary Ryan and Sue Lagerman have had meetings with I.S. on the VOIP phone system that will go live at the Central Library on December 17. Assurances were made that there will be no interruption in phone service. Staff training will take place prior to implementation. Efforts are still being made to have Office 2007 installed on more computers. It is currently installed on all public machines and at least one staff machine in each location. An inventory of computers that require the installation of Office 2007 is being worked on. Conversion software has had to be installed on staff computers so that Office 2007 documents can be opened. The Board was shocked to learn of this problem and don't understand the logic of why all library computers are not all on the same software platform. A follow-up by the Library Board is planned. An IT staff person for the library is still a valuable idea. A technology plan would also be beneficial. That could be addressed through Ed & Rec, the County Board and the County Executive.

#### **PRESIDENT'S REPORT**

Terry welcomed Curt. The Board was thanked for the work they did and time spent to support the budget process. It is important to advocate for support of the book budget for both the library and for the taxpayers of Brown County. The Friends of the Library are also great advocates and do so much for the library and their work is appreciated. John also commented that Lynn, Lori and Mary should be thanked for their efforts.

#### **DIRECTOR'S REPORT**

Lynn attended the WI Library Association conference. Interlibrary loan was always thought to very expensive but now, with resource sharing, costs are closer to \$1.00 an item. The continuing education grant from NFLS will pay for Lynn and Sue Lagerman to attend the Public Library Conference in March, 2010. Mary Jane Herber had a question from England and was able to successfully answer it. The State Legislative Bureau also contacted the Local History and Genealogy Department after being referred from the county clerk's office. Lynn went on the Packer bus tour throughout downtown and the tour guide did mention the great history collection the library had when they drove by the Central Library. As a reminder, a letter from the attorney general of the library board's responsibilities under the law was distributed. The county board is suggesting 5 furlough days. The library has not been exempted from the furlough days. It is unclear how this will be accomplished. There are several complicated issues tied to closing. Suggestions on how to handle this are welcome. Upon Tony's suggestion, Lynn will invite Fred Mohr to the December meeting to discuss the 2010 employee furlough and possible scenarios. The Board also has questions about savings, budget reductions and

union contract impact. It is more complicated than it sounds – many factors are involved. Other questions regarding County Board vs. Library Board authority will also be addressed. It will be helpful to compile a list of all the questions.

The Friends Book Sale was very successful and netted about \$35,000.

Paul asked about the Kress lease and Terry responded that the problem of finding financing remains and the project is dependent on that.

Kathy asked for a review of library computer use in response to a concern mentioned by a member of the public. This will be added to the next meeting agenda.

**SUCH OTHER MATTERS AS ARE AUTHORIZED BY LAW**

None.

**ADJOURNMENT**

**Motion** by Buboltz, seconded by Pletcher, to adjourn the meeting. **Motion carried.**  
The meeting adjourned at 7:50 p.m.

**NEXT REGULAR MEETING**

December 17, 2009

Central Library

6:00 p.m.

Respectfully submitted,  
John Hickey, Secretary  
Sue Lagerman, Recording Secretary



## ZOO MONTHLY ACTIVITY REPORT For December 2009

1. Visitor Center Operations Report
2. Zoo Director Report

Zoo Society meeting held on 12/14/09

Continued work on architectural plans for the new education/admin. building the Zoo Society is fundraising for and has hired an architect to begin plans.

Holiday Fest held

3. Curator Report

**NEW ZOO**  
**ADMISSIONS REVENUE ATTENDANCE**  
**2009 REPORT**  
**2007, 2008 2009**

**ATTENDANCE**

MONTH	2007	2008	2009
January	1,116	624	806
February	423	456	2,524
March	8,966	5,879	6,941
April	20,796	12,810	22,456
May	38,119	37,908	42,282
June	45,991	48,832	53,597
July	41,367	49,316	56,199
August	38,589	47,697	42,035
September	21,531	16,974	21,738
October	29,664	23,657	14,165
November	2,530	3,222	6,020
December	2,109	1,531	
<b>TOTAL</b>	<b>251,201</b>	<b>248,906</b>	<b>268,763</b>

**ADMISSION & DONATIONS**

	2007			2008			2009			TOTAL	DONATION BIN	ADMISSIONS BIN	TOTAL	PER CAP	2007	PER CAP	2008	PER CAP	2009
	ADMISSIONS	DONATION BIN	TOTAL	ADMISSIONS	DONATION BIN	TOTAL	ADMISSIONS	DONATION BIN	TOTAL										
MONTH																			
January	2,285.00	188.00	2,473.00	1,250.00	7.41	1,257.41	1,773.00	1,042.55	2,815.55	1558.14	1,042.55	1,773.00	2,05	2.05	2.02	2.02	2.02	\$3.49	
February	609.00	25.00	634.00	991.00	41.00	1,032.00	5,824.00	600.36	6,424.36	5392.36	600.36	5,824.00	1.44	1.44	2.26	2.26	2.31	2.31	
March	17,433.00	384.72	17,817.72	11,202.25	123.50	11,325.75	15,750.25	281.06	16,031.31	4705.56	281.06	15,750.25	1.94	1.94	1.93	1.93	2.31	2.31	
April	46,465.79	480.42	46,946.21	32,309.50	199.01	32,508.51	39,286.50	718.31	40,004.81	6977.00	718.31	39,286.50	2.23	2.23	2.54	2.54	1.75	1.75	
May	89,223.65	577.00	89,800.65	116,001.08	766.00	116,767.08	123,197.16	755.50	123,952.66	7196.08	755.50	123,197.16	2.34	2.34	3.08	3.08	2.91	2.91	
June	89,051.25	781.07	89,832.32	109,245.17	897.13	110,142.30	117,308.93	845.03	118,153.96	8011.66	845.03	117,308.93	2.26	2.26	2.68	2.68	2.19	2.19	
July	93,294.00	1,269.19	94,563.19	131,969.25	372.75	132,342.00	151,684.20	1,337.71	153,021.91	20679.91	1,337.71	151,684.20	2.05	2.05	2.88	2.88	2.93	2.93	
August	76,362.15	456.75	76,818.90	136,314.66	917.00	137,231.66	123,188.80	1,302.09	124,490.89	(12740.77)	1,302.09	123,188.80	2.32	2.32	3.05	3.05	2.96	2.96	
September	49,848.00	1,051.83	50,899.83	50,356.81	1,359.25	51,716.06	64,341.99	968.33	65,310.32	13985.18	968.33	64,341.99	0.83	0.83	1.25	1.25	0.88	0.88	
October	23,830.00	180.50	24,010.50	29,118.75	560.96	29,679.71	12,455.25	128.60	12,583.85	17095.86	128.60	12,455.25	2.07	2.07	3.25	3.25	2.36	2.36	
November	5,245.00	248.00	5,493.00	8,643.47	1,822.94	10,466.41	14,183.50	519.69	14,703.19	5540.03	519.69	14,183.50	0.00	0.00	2.04	2.04	3.66	3.66	
December	4,302.00	365.50	4,667.50	4,298.11	1,306.92	5,605.03													
TOTAL	\$497,948.84	\$6,007.98	\$503,956.82	\$631,700.05	\$8,373.87	\$640,073.92	\$668,993.58	\$8,459.23	\$677,492.81	\$78,401.01	\$8,459.23	\$668,993.58	1.96	1.96	2.57	2.57	\$2.44	\$2.44	

## Attendance Numbers November 2009

Weekday	Date	Total	Members	Free		% Members	% Free
Sunday	1	125	55	7		44.00%	5.60%
Monday	2	46	21	2		45.65%	4.35%
Tuesday	3	52	22	4		42.31%	7.69%
Wednesday	4	31	0	12		0.00%	38.71%
Thursday	5	39	12	3		30.77%	7.69%
Friday	6	88	19	6		21.59%	6.82%
Saturday	7	1623	488	142		30.07%	8.75%
Sunday	8	780	226	69		28.97%	8.85%
Monday	9	155	45	23		29.03%	14.84%
Tuesday	10	131	57	19		43.51%	14.50%
Wednesday	11	249	28	184		11.24%	73.90%
Thursday	12	77	24	4		31.17%	5.19%
Friday	13	105	36	13		34.29%	12.38%
Saturday	14	341	102	27		29.91%	7.92%
Sunday	15	340	109	26		32.06%	7.65%
Monday	16	29	5	0		17.24%	0.00%
Tuesday	17	16	5	1		31.25%	6.25%
Wednesday	18	77	28	30		36.36%	38.96%
Thursday	19	0	0	0		#DIV/0!	#DIV/0!
Friday	20	57	20	7		35.09%	12.28%
Saturday	21	506	176	38		34.78%	7.51%
Sunday	22	322	104	24		32.30%	7.45%
Monday	23	62	15	7		24.19%	11.29%
Tuesday	24	57	8	6		14.04%	10.53%
Wednesday	25	43	2	16		4.65%	37.21%
Thursday	26	15	2	2		13.33%	13.33%
Friday	27	197	45	13		22.84%	6.60%
Saturday	28	374	89	16		23.80%	4.28%
Sunday	29	64	18	5		28.13%	7.81%
Monday	30	19	1	4		5.26%	21.05%
		0	0	0		#DIV/0!	#DIV/0!
Totals		5,937	1,743	701		29.36%	11.81%

Total Paid                      3,493                      58.83%

# Financials- ADMISSIONS

November 2009

Weekday	Date	Deposit Total	Financials
Sunday	1	\$249.00	
Monday	2	\$109.00	
Tuesday	3	\$110.00	
Wednesday	4	\$29.00	
Thursday	5	\$134.00	
Friday	6	\$182.00	
Saturday	7	\$3,982.00	
Sunday	8	\$1,851.00	
Monday	9	\$348.00	
Tuesday	10	\$227.00	
Wednesday	11	\$165.50	
Thursday	12	\$188.00	
Friday	13	\$237.00	
Saturday	14	\$876.00	
Sunday	15	\$843.00	
Monday	16	\$93.00	
Tuesday	17	\$44.00	
Wednesday	18	\$85.00	
Thursday	19	\$0.00	
Friday	20	\$126.00	
Saturday	21	\$1,229.00	
Sunday	22	\$802.00	
Monday	23	\$156.00	
Tuesday	24	\$177.00	
Wednesday	25	\$83.00	
Thursday	26	\$46.00	
Friday	27	\$558.00	
Saturday	28	\$1,021.00	
Sunday	29	\$169.00	
Monday	30	\$64.00	
Saturday	31	\$0.00	
Total			

In Deposit Total Column:

Green = matches a Financials entry

Red = no Financials entry found

In Financials Column:

Yellow = matches a Deposit Total entry

White = was not used or was a multiple

**NEW ZOO  
GIFT SHOP, CONCESSIONS  
ZOO PASS REVENUE**

**2009 REPORT  
2007, 2008, 2009**

GIFT SHOP MONTH	2007	2008	2009	(-)/(+)	2007	2008	2009
					PER CAP	PER CAP	PER CAP
January	\$ 1,057.28	\$ 595.37	\$ 830.17	\$ 234.80	\$ 0.95	\$ 0.95	\$1.03
February	\$ 360.74	\$ 729.81	\$ 2,830.32	\$ 2,100.51	\$ 0.85	\$ 1.60	\$1.12
March	\$ 9,630.08	\$ 5,757.22	\$ 5,913.59	\$ 156.37	\$ 1.07	\$ 0.98	\$0.87
April	\$ 18,055.50	\$ 11,995.58	\$ 15,107.46	\$ 3,111.88	\$ 0.87	\$ 0.94	\$0.67
May	\$ 37,708.56	\$ 38,492.16	\$ 36,771.02	(\$1,721.14)	\$ 0.99	\$ 1.02	\$0.87
June	\$47,175.63	\$41,888.73	\$44,494.48	\$ 2,605.75	\$ 1.03	\$ 0.86	\$0.83
July	\$ 43,480.04	\$ 49,126.63	\$ 49,436.74	\$ 310.11	\$ 1.05	\$ 1.00	\$0.89
August	\$ 37,338.16	\$ 47,225.06	\$ 41,274.65	\$ (5,950.41)	\$ 0.97	\$ 0.99	\$0.98
September	\$ 16,935.84	\$ 13,785.69	\$ 16,858.13	\$ 3,072.44	\$ 0.79	\$ 0.81	\$0.78
October	\$ 10,812.31	\$ 10,721.05	\$ 13,326.57	\$ 2,605.52	\$ 0.36	\$ 0.45	\$0.94
November	\$ 1,705.64	\$ 2,416.52	\$ 4,147.86	\$ 1,731.34	\$ 0.67	\$ 0.75	\$0.69
December	\$2,615.02	\$1,650.35			\$ 1.24	\$ 1.08	
<b>TOTAL</b>	<b>\$ 226,874.80</b>	<b>\$ 224,384.17</b>	<b>\$ 230,990.99</b>	<b>\$ 8,257.17</b>	<b>\$ 0.90</b>	<b>\$ 0.95</b>	<b>\$ 0.88</b>

CONCESSIONS MONTH	2007	2008	2009	(-)/(+)	2007	2008	2009
					PER CAP	PER CAP	PER CAP
January	\$ 729.43	\$ 504.56	\$ 589.33	\$ 84.77	0.65	0.81	0.73
February	\$ 238.15	\$ 519.75	\$ 1,773.79	\$ 1,254.04	0.56	1.14	0.70
March	\$ 5,530.11	\$ 3,085.18	\$ 4,509.88	\$ 1,424.70	0.62	0.52	0.66
April	\$ 14,162.21	\$ 9,874.56	\$ 13,320.22	\$ 3,445.66	0.68	0.77	0.59
May	\$ 24,217.84	\$ 26,304.66	\$ 32,991.35	\$ 6,686.69	0.64	0.69	0.78
June	\$35,845.68	\$39,309.12	\$38,201.67	(1,107.43)	0.78	0.80	0.71
July	\$ 34,655.67	\$ 35,774.78	\$ 44,643.82	\$ 8,869.04	0.84	0.73	0.79
August	\$ 31,121.00	\$ 38,943.79	\$ 41,662.95	\$ 2,719.16	0.81	0.82	0.99
September	\$ 16,668.64	\$ 12,100.87	\$ 16,925.85	\$ 4,824.98	0.77	0.71	0.78
October	\$ 18,351.34	\$ 17,378.85	\$ 12,192.65	\$ 5,186.20	0.62	0.73	0.86
November	\$ 1,345.04	\$ 1,842.95	\$ 4,135.12	\$ 2,292.17	0.53	0.57	0.69
December	\$ 1,189.93	\$ 1,730.81			0.56	1.13	
<b>TOTAL</b>	<b>\$ 184,055.04</b>	<b>\$ 187,369.88</b>	<b>\$ 210,946.63</b>	<b>\$ 35,679.98</b>	<b>\$ 0.67</b>	<b>\$ 0.79</b>	<b>\$ 0.75</b>

ZOO PASS							
MONTH	2007	2008	2009	(-)/(+)	TOTAL	NEW	RENEWAL
January	\$ 2,209.00	\$1,389.00	\$ 1,827.00	\$ 438.00	33	5	28
February	\$ 976.00	\$ 1,353.00	\$ 3,977.00	\$ 2,624.00	70	41	29
March	\$ 8,668.00	\$ 8,216.00	\$ 12,073.00	\$ 3,857.00	208	108	100
April	\$ 13,989.00	\$ 21,320.00	\$ 20,447.00	\$ (873.00)	375	231	144
May	\$ 17,902.00	\$ 23,609.00	\$ 32,600.00	\$ 8,991.00	565	264	301
June	\$16,416.00	\$18,958.00	\$23,237.00	\$ 4,279.00	405	175	230
July	\$ 14,641.00	\$ 18,800.00	\$ 20,025.00	\$ 1,225.00	358	154	204
August	\$ 7,013.00	\$ 11,732.00	\$ 12,308.00	\$ 576.00	223	75	148
September	\$ 4,209.00	\$ 6,444.00	\$ 7,278.00	\$ 834.00	136		
October	\$ 2,641.00	\$ 5,022.00	\$ 2,739.00	\$ (2,283.00)	53		
November	\$ 2,034.00	\$ 2,855.00	\$ 3,944.00	\$ 1,089.00	74		
December	\$ 4,568.00	\$ 5,115.00					
<b>TOTAL</b>	<b>\$ 95,266.00</b>	<b>\$ 124,813.00</b>	<b>\$ 140,455.00</b>	<b>\$ 20,757.00</b>	<b>2500</b>	<b>1053</b>	<b>1184</b>

# Gift Shop, Concessions and Admissions Revenue

November 2009

Weekday	Date	Gift Shop	Concessions	Admissions	Vending	Zoo Pass	at Adopt/zoort	Donation	Misc	Special Event	Attend.	Temp/W
Sunday	1	159.72	134.38	249.00	51.18	59.00	-	-	1.90	20.00	125	48 1
Monday	2	32.94	31.44	109.00	54.98	59.00	-	1.00	-	-	46	51 1
Tuesday	3	73.60	49.17	110.00	24.64	-	-	-	-	2,616.00	52	42 1
Wednesday	4	54.14	45.65	29.00	0.95	226.00	150.00	10.00	-	4,461.00	31	42 2
Thursday	5	33.97	13.68	134.00	12.32	-	-	-	-	-	39	48 1
Friday	6	128.48	96.84	182.00	35.07	59.00	-	7.00	-	-	88	50 1
Saturday	7	875.56	1,201.14	3,982.00	568.48	534.00	75.00	20.00	7.58	-	1623	67 1
Sunday	8	304.29	595.92	1,851.00	282.70	121.00	-	7.00	9.48	-	780	60 1
Monday	9	167.88	123.55	348.00	110.90	403.00	-	-	1.90	4,216.00	155	59 1
Tuesday	10	42.10	47.41	227.00	37.01	-	-	0.60	1.90	-	131	53 1
Wednesday	11	67.91	48.23	165.50	77.73	231.00	-	10.00	3.79	-	249	52 1
Thursday	12	17.47	37.34	188.00	36.02	-	-	218.79	3.79	-	77	50 1
Friday	13	69.63	48.02	237.00	36.02	128.00	25.00	17.25	-	1,488.00	105	54 1,2
Saturday	14	250.86	390.35	876.00	170.62	172.00	-	-	5.69	-	341	54 1,2
Sunday	15	215.91	131.96	843.00	137.44	172.00	-	42.00	1.90	-	340	47 1
Monday	16	34.88	31.48	93.00	35.07	467.00	-	-	-	27,056.00	29	45 1
Tuesday	17	12.98	21.17	44.00	31.28	113.00	-	-	1.90	-	16	45 1
Wednesday	18	91.46	26.69	85.00	78.20	57.00	-	-	1.90	2,394.00	77	47 1
Thursday	19	-	5.43	-	104.98	177.00	-	-	-	-	0	43 3
Friday	20	166.99	22.51	126.00	43.60	177.00	-	100.00	-	-	57	49 1,2
Saturday	21	350.43	213.65	1,229.00	314.69	-	-	-	1.90	-	506	52 1
Sunday	22	365.40	258.45	802.00	591.71	118.00	-	10.00	7.58	-	322	56 1
Monday	23	68.90	24.29	156.00	10.43	123.00	150.00	-	-	-	62	48 2,3
Tuesday	24	-	0.76	177.00	50.24	-	-	76.05	-	-	57	48 2,1
Wednesday	25	100.83	56.52	83.00	20.85	-	-	-	-	-	43	40 3
Thursday	26	-	42.84	46.00	8.53	-	-	-	-	-	15	38 2
Friday	27	84.80	89.30	558.00	55.92	54.00	50.00	-	1.90	-	197	35 2,1
Saturday	28	228.20	236.49	1,021.00	136.49	-	-	-	-	-	374	45 1
Sunday	29	148.53	52.01	169.00	20.85	59.00	50.00	-	-	-	64	38 3,4
Monday	30	-	58.45	64.00	3.00	373.00	190.00	-	-	2,160.00	19	38 2
		-	-	-	-	-	-	-	-	-	0	0
<b>Total</b>		<b>\$ 4,147.86</b>	<b>\$ 4,135.12</b>	<b>\$ 14,183.50</b>	<b>\$ 3,141.90</b>	<b>\$ 3,882.00</b>	<b>\$ 690.00</b>	<b>\$ 519.69</b>	<b>\$ 53.11</b>	<b>\$ 44,411.00</b>	<b>6,020</b>	

Weather Key 1 = Sunny 2 = Overcast 3 = Rain 4 = Snow

Total Attendance

6020

2air

# Miscellaneous Revenue November 2009

Weekday	Date	Penny	Animal Feed	Giraffe	Soda	Carrousel	Train	Wootsie	Telescope	Stroller	Conservation
Sunday	1	-	-	54.00	-	-	-	-	-	2.00	-
Monday	2	-	-	58.00	-	-	-	-	-	-	-
Tuesday	3	-	-	26.00	-	-	-	-	-	-	-
Wednesday	4	-	-	1.00	-	-	-	-	-	-	10.00
Thursday	5	-	-	13.00	-	-	-	-	-	-	-
Friday	6	-	-	37.00	-	-	-	-	-	-	7.00
Saturday	7	-	50.00	199.50	72.00	-	261.00	7.25	10.00	8.00	20.00
Sunday	8	-	-	201.25	-	-	97.00	-	-	10.00	7.00
Monday	9	-	-	117.00	-	-	-	-	-	2.00	-
Tuesday	10	-	-	39.05	-	-	-	-	-	2.00	0.60
Wednesday	11	-	-	82.00	-	-	-	-	-	4.00	-
Thursday	12	-	-	38.00	-	-	-	-	-	4.00	51.00
Friday	13	-	-	38.00	-	-	-	-	-	-	17.25
Saturday	14	-	-	151.00	-	-	29.00	-	-	6.00	-
Sunday	15	-	-	145.00	-	-	-	-	-	2.00	42.00
Monday	16	-	-	37.00	-	-	-	-	-	-	-
Tuesday	17	-	-	33.00	-	-	-	-	-	2.00	-
Wednesday	18	-	49.00	33.50	-	-	-	-	-	2.00	-
Thursday	19	-	-	2.00	108.75	-	-	-	-	-	-
Friday	20	-	-	46.00	-	-	-	-	-	-	-
Saturday	21	-	-	168.00	-	44.00	120.00	-	-	2.00	-
Sunday	22	-	-	146.00	456.25	-	22.00	-	-	8.00	10.00
Monday	23	-	-	11.00	-	-	-	-	-	-	-
Tuesday	24	-	-	53.00	-	-	-	-	-	-	76.05
Wednesday	25	-	-	22.00	-	-	-	-	-	-	-
Thursday	26	-	-	9.00	-	-	-	-	-	-	-
Friday	27	-	-	59.00	-	-	-	-	-	2.00	-
Saturday	28	-	-	80.00	-	11.00	53.00	-	-	-	-
Sunday	29	-	-	22.00	-	-	-	-	-	-	-
Monday	30	-	-	3.00	-	-	-	-	-	-	-
		-	-	-	-	-	-	-	-	-	-
Total		\$ -	\$ 99.00	\$ 1,924.30	\$ 637.00	\$ 55.00	\$ 582.00	\$ 7.25	\$ 10.00	\$ 56.00	\$ 240.90

## **Animal Collection Report**

### **December 2009**

Beloved female moose Flo was found dead on the morning of 11/28/09. She had been steadily losing weight over the past year and although numerous tests had been run, the cause of her problems was not apparent. Dr. Gilbert came in on Saturday of a holiday weekend to perform an extensive necropsy. Results are still pending.

16 North American Ducks were purchased 11/24/09 from a private breeder. Mike Reed, Curator of Bay Beach Wildlife Sanctuary let us know that he was traveling to Minnesota to pick up birds and offered to transport ours as well. We were able to obtain mates for several of our unpaired ducks and also to add a few new species to the North American Aviary (including Canvasbacks, Redheads and Wigeons).

After a couple of months of living in close proximity, our 8 month old cougar (an orphan rescued from the wild in Oregon) and our adult female cougar were let out into the yard together on 12/16/09. We waited until the young cat was physically large enough that a defensive swat from the adult cat wouldn't cause undue harm. As expected, young Gillin immediately launched a playful "attack". BB reacted amazingly well. She was neither angry nor frightened – only highly annoyed! Although Gillin is very rambunctious, all it takes is a disgusted look from BB to keep her under control. By their second day together, the two cats were snuggled together on a straw bed on the best lookout spot in the exhibit.

We were contacted by the WI DNR on 12/28/09 with a request for female cougar urine. A young male has wandered into the state in LaCrosse County and the DNR would like to live trap the animal. The best bait to attract a young male cougar is, of course, the scent of a female cougar!

The AZA North American river otter Population Management Plan Coordinator has recommended that we use a separation strategy to encourage our otters to produce offspring. Apparently, for otters, "absence makes the heart grow fonder". The otters will be kept apart as the breeding season approaches and only be allowed occasional brief rendezvous.

Annual Black-footed Ferret Report was submitted as required to keep our permit valid.

The Annual Report for our Eagle Permit was also submitted for renewal.

Although the staff is already growing weary of shoveling snow, the animals seem to be enjoying the winter weather. The recent winds and heavy snow did not cause any immediate damage to exhibits (the improved North American Aviary seems to be holding up well to the weight of extremely clingy snow). The lion "cubs", lynx kittens and otters are particularly thrilled with the deep snow.



**NEW ZOO****Brown County**4418 REFORESTATION ROAD  
GREEN BAY, WISCONSIN 54313PHONE (920) 434-7841 ext. 102  
E-MAIL KAWSKI\_AJ@CO.BROWN.WI.US

ANGELA KAWSKI

EDUCATION &amp; VOLUNTEER PROGRAMS COORDINATOR

**NORTHEASTERN WISCONSIN ZOO  
EDUCATION AND VOLUNTEER PROGRAMS REPORT  
NOVEMBER 2009**

Volunteer Hours

<b>November</b>		<b>October Comparison</b>
112.50	<b>Giraffe Crackers</b>	137.00
7.50	<b>Horticulture</b>	30.00
37.00	<b>Husbandry</b>	30.00
12.00	<b>Office Helper</b>	8.00
13.50	<b>Roving with Animals</b>	8.75
0	<b>Special Events</b>	(Zoo Boo) 94.50
33.00	<b>Special Projects</b>	33.00
0	<b>Visitor's Center</b>	2.00
4.00	<b>Zoo Watch</b>	10.25
219.5	<b>Total Hours</b>	353.5

Zoo MobilesNovember 21<sup>st</sup>: Birthday Party Zoomobile in DePere, WI. \$150.Guided Tours

N/A.

Zoo ClassesNov 14<sup>th</sup>: Birthday Party "Meet an Animal (Penguin)" Package. \$30Zoo Snooze

N/A

## BUDGET ADJUSTMENT REQUEST

<u>Adjustment</u>	<u>Description</u>	<u>Approval Level</u>
<input type="checkbox"/> Category 1	Reallocation from one account to another <u>within</u> the major budget classifications.	Department Head
<input type="checkbox"/> Category 2	<input type="checkbox"/> a. Change in Outlay not requiring the reallocation of funds from another major budget classification. <input type="checkbox"/> b. Change in any item within Outlay account which requires the reallocation of funds from any other major budget classification or the reallocation of Outlay funds to another major budget classification.	County Executive County Board
<input type="checkbox"/> Category 3	<input type="checkbox"/> a. Reallocation between budget classifications other than 2b or 3b adjustments. <input type="checkbox"/> b. Reallocation of personnel services and fringe benefits to another major budget classification except contracted services, or reallocation to personnel services and fringe benefits from another major budget classification except contracted services.	County Executive County Board
<input type="checkbox"/> Category 4	Interdepartmental reallocation or adjustment (including reallocation from the County's General Fund)	County Board
<input checked="" type="checkbox"/> Category 5	Increase in expenses with offsetting increase in revenue	County Board

Increase	Decrease	Account #	Account Title	Amount
<input checked="" type="checkbox"/>	<input type="checkbox"/>	641.057.001.4901	Restricted Donations Revenue	1,000
<input checked="" type="checkbox"/>	<input type="checkbox"/>	641.057.001.5340	Restricted Travel	1,000
<input type="checkbox"/>	<input type="checkbox"/>			
<input type="checkbox"/>	<input type="checkbox"/>			

## Narrative Justification:

Restricted donation received from Linda Immel to be used toward NEW Zoo expenses associated with travel for Zookeeper continuing education.

## AUTHORIZATIONS

  
Signature of Department Head

  
Signature of Executive

Department: NEW Zoo

Date: 12/3/09

Date: 12/1/09

AP  
Approved  
12/3/09

## BUDGET ADJUSTMENT REQUEST

<u>Adjustment</u>	<u>Description</u>	<u>Approval Level</u>
<input type="checkbox"/> Category 1	Reallocation from one account to another <u>within</u> the major budget classifications.	Department Head
<input type="checkbox"/> Category 2		
<input type="checkbox"/> a.	Change in Outlay not requiring the reallocation of funds from another major budget classification.	County Executive
<input type="checkbox"/> b.	Change in any item within Outlay account which requires the reallocation of funds from any other major budget classification or the reallocation of Outlay funds to another major budget classification.	County Board
<input type="checkbox"/> Category 3		
<input type="checkbox"/> a.	Reallocation between budget classifications other than 2b or 3b adjustments.	County Executive
<input type="checkbox"/> b.	Reallocation of personnel services and fringe benefits to another major budget classification except contracted services, or reallocation to personnel services and fringe benefits from another major budget classification except contracted services.	County Board
<input type="checkbox"/> Category 4	Interdepartmental reallocation or adjustment (including reallocation from the County's General Fund)	County Board
<input checked="" type="checkbox"/> Category 5	Increase in expenses with offsetting increase in revenue	County Board

Increase	Decrease	Account #	Account Title	Amount
<input checked="" type="checkbox"/>	<input type="checkbox"/>	640.057.001.4601.770	Zoo Pass Sales	4,000
<input checked="" type="checkbox"/>	<input type="checkbox"/>	640.057.001.5761	Medical Services	4,000
<input type="checkbox"/>	<input type="checkbox"/>			
<input type="checkbox"/>	<input type="checkbox"/>			

## Narrative Justification:

Revenue received from Zoo Pass Sales to be used toward NEW Zoo expenses associated with Medical Services.

## AUTHORIZATIONS

*[Signature]*  
Signature of Department Head

*[Signature]*  
Signature of Executive

Department: NEW Zoo

Date: 12/31/09

Date: 12/1/09

*[Handwritten initials]*  
12/3/09

Brown County  
Museum

Budget Status Report

11/30/2009

	Annual	YTD
	Amended Budget	Actual
Property Tax Revenue	\$ 1,076,857	\$ 987,116
Charges for Sales and Services	\$ 116,400	\$ 71,669
Miscellaneous Revenue	\$ 600	\$ 1,250
Rent	\$ 6,500	\$ 5,405
NPM Foundation Donations	\$ 100,000	\$ 73,490
Donations	\$ 2,000	\$ 3,641
Salaries	\$ 509,548	\$ 430,547
Fringe Benefits	\$ 235,772	\$ 198,903
Clothing Allowance	\$ 350	\$ -
Operations and Maintenance	\$ 37,312	\$ 30,124
Utilities	\$ 90,129	\$ 72,482
Chargebacks	\$ 220,561	\$ 196,684
Contracted Services	\$ 78,685	\$ 69,403
Exhibits - Foundation Funded	\$ 100,000	\$ 73,490

HIGHLIGHTS:

Revenues

Overall, revenues are on track given normal fluctuations in the exhibition schedule. Photo/film revenue is more unpredictable and is down year-to-date.

YTD Revenues = \$1,142,570

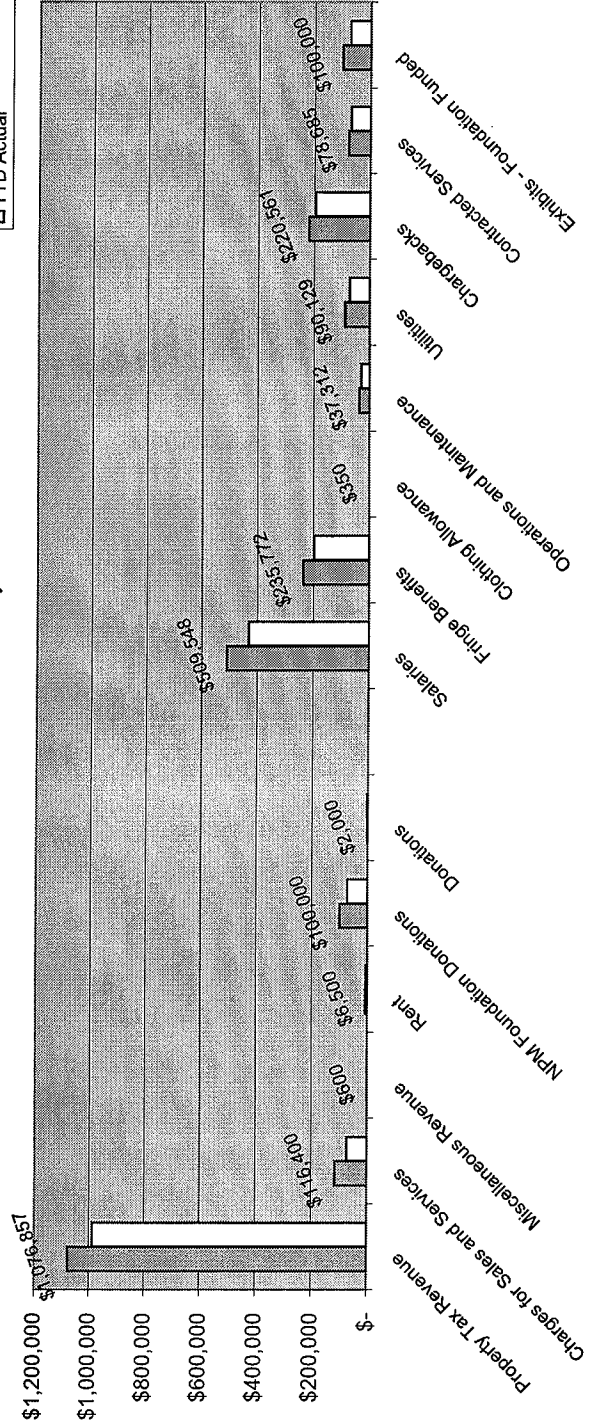
Expenses

Most categories are within budget. Salaries and fringe benefits are below budget due to a vacant Curator of History position (January through August).

YTD Expenditures = \$1,071,632

Museum - November 30, 2009

■ Annual Amended Budget  
□ YTD Actual



# PRODUCTION \*Brown Co\* PRODUCTION

## Museum Monthly Budget Report through November 30, 2009

Summary

Classification	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget Less YTD Transactions	% Used / Rec'd	Prior YTD Total
<b>Fund: 100 - GE</b>									
<b>Revenues</b>									
PTX - Property taxes	1,106,213.00	(29,356.00)	1,076,857.00	89,738.00	0.00	987,115.67	89,741.33	92%	913,836.00
CSS - Charges for sales and services	116,400.00	0.00	116,400.00	3,318.00	0.00	71,668.75	44,731.25	62%	70,845.50
MRV - Miscellaneous revenue	600.00	0.00	600.00	0.00	0.00	1,250.00	(650.00)	208%	2,050.00
RNT - Rent	6,500.00	0.00	6,500.00	40.00	0.00	5,405.00	1,095.00	83%	6,060.00
CTB - Contributions	102,000.00	0.00	102,000.00	32.57	0.00	77,130.81	24,869.19	76%	133,622.56
TRI - Transfer in	0.00	0.00	0.00	0.00	0.00	0.00	0.00	+++	0.00
Revenue Totals:	\$1,331,713.00	(\$29,356.00)	\$1,302,357.00	\$93,128.57	\$0.00	\$1,142,570.23	\$159,786.77	88%	\$1,126,414.06
<b>Expenditures</b>									
PER - Personnel services	509,548.00	0.00	509,548.00	39,141.91	0.00	430,547.30	79,000.70	84%	455,040.27
FBT - Fringe benefits and taxes	265,772.00	(30,000.00)	235,772.00	20,094.50	0.00	198,902.74	36,869.26	84%	233,090.30
SRE - Salaries reimbursement	0.00	0.00	0.00	0.00	0.00	0.00	0.00	+++	(171.66)
EMP - Employee costs	350.00	0.00	350.00	0.00	295.31	0.00	54.69	84%	0.00
OPM - Operations and maintenance	37,312.00	0.00	37,312.00	988.33	0.00	30,123.56	7,188.44	81%	22,705.80
UTL - Utilities	90,129.00	0.00	90,129.00	688.58	0.00	72,481.56	17,647.44	80%	82,099.23
CHG - Chargebacks	249,917.00	(29,356.00)	220,561.00	17,612.43	0.00	196,683.99	23,877.01	89%	154,921.64
CON - Contracted services	78,685.00	0.00	78,685.00	3,047.51	9,220.83	69,403.33	60.84	100%	70,963.07
OTH - Other	100,000.00	0.00	100,000.00	0.00	0.00	73,489.53	26,510.47	73%	133,072.46
OUT - Outlay	0.00	0.00	0.00	0.00	0.00	0.00	0.00	+++	0.00
Expenditure Totals:	\$1,331,713.00	(\$59,356.00)	\$1,272,357.00	\$81,553.26	\$9,516.14	\$1,071,632.01	\$191,208.85	85%	\$1,151,721.11
Revenue Total:	\$1,331,713.00	(\$29,356.00)	\$1,302,357.00	\$93,128.57	\$0.00	\$1,142,570.23	\$159,786.77	88%	\$1,126,414.06
Expenditure Total:	\$1,331,713.00	(\$59,356.00)	\$1,272,357.00	\$81,553.26	\$9,516.14	\$1,071,632.01	\$191,208.85	85%	\$1,151,721.11
Fund: 100 Net Total	\$0.00	\$30,000.00	\$30,000.00	\$11,575.31	(\$9,516.14)	\$70,938.22	(\$31,422.08)		(\$25,307.05)
<b>Fund: 100 - GE</b>									
<b>Revenues</b>									
Revenue Grand Total:	\$1,331,713.00	(\$29,356.00)	\$1,302,357.00	\$93,128.57	\$0.00	\$1,142,570.23	\$159,786.77	88%	\$1,126,414.06
Expenditure Grand Total:	\$1,331,713.00	(\$59,356.00)	\$1,272,357.00	\$81,553.26	\$9,516.14	\$1,071,632.01	\$191,208.85	85%	\$1,151,721.11
Grand Total:	\$0.00	\$30,000.00	\$30,000.00	\$11,575.31	(\$9,516.14)	\$70,938.22	(\$31,422.08)		(\$25,307.05)

**Neville Public Museum Attendance and Admissions  
November 2009**

**Attendance**

Date	Day	Adult Adm	Child Adm	Free Child	Free Other (researchers, interns, etc.)	Free Friends Member	# Students	Free Time (Thursdays 6-8 pm)	Gift Shop Only (open limited hours)	Programs & Meetings	Total Attendance	Total Admission Revenue
1	Sun	19	7	1	2	0	0		2	0	31	\$90
2	Mon	11	0	2	3	0	0		0	86	102	\$44
3	Tues	7	0	0	3	2	8		2	213	235	\$36
4	Wed	15	2	8	8	3	0		3	211	250	\$64
5	Thurs	14	2	3	20	3	121	36	6	67	272	\$181
6	Fri	7	2	1	8	2	104		2	106	232	\$136
7	Sat	60	14	25	4	1	0		2	81	187	\$269
8	Sun	10	7	4	3	3	0		1	0	28	\$54
9	Mon	5	1	0	7	0	0		4	82	99	\$22
10	Tues	11	0	6	9	0	0		0	54	80	\$43
11	Wed	6	2	2	29	9	0		3	164	215	\$28
12	Thurs	10	1	1	16	6	69	24	4	74	205	\$111
13	Fri	10	1	5	28	0	1		0	55	100	\$43
14	Sat	46	11	17	24	9	310		1	18	436	\$516
15	Sun	18	4	3	6	0	25		2	0	58	\$105
16	Mon	15	0	6	13	4	0		5	154	197	\$60
17	Tues	16	0	3	12	3	30		3	58	125	\$94
18	Wed	10	3	4	7	2	0		0	292	318	\$46
19	Thurs	12	0	4	13	2	0	22	2	154	209	\$48
20	Fri	15	2	7	16	7	42		7	0	96	\$0
21	Sat	33	12	13	13	3	0		16	0	90	\$156
22	Sun	20	9	8	1	0	0		2	0	40	\$93
23	Mon	11	9	4	5	12	0		0	149	190	\$62
24	Tues	6	5	3	9	0	0		0	46	69	\$34
25	Wed	25	15	6	8	4	0		2	33	93	\$130
26	Thurs	<b>THANKSGIVING</b>										
27	Fri	229	112	56	27	30	1		7	0	462	\$1,145
28	Sat	214	75	55	14	39	1		5	0	403	\$1,007
29	Sun	121	43	39	10	1	0		16	0	230	\$570
30	Mon	39	4	12	6	6	1		2	72	142	\$165
<b>TOTAL</b>		1,015	343	298	324	151	713	82	99	2,169	<b>5,194</b>	<b>\$5,352</b>
											Nov-08	\$6,030

Visitors =	5,194
Outreach =	52
<b>Grand Total Visitors &amp; Outreach</b>	<b>5,246</b>

Brown County  
Golf Course  
Budget Status Report

11/30/2009

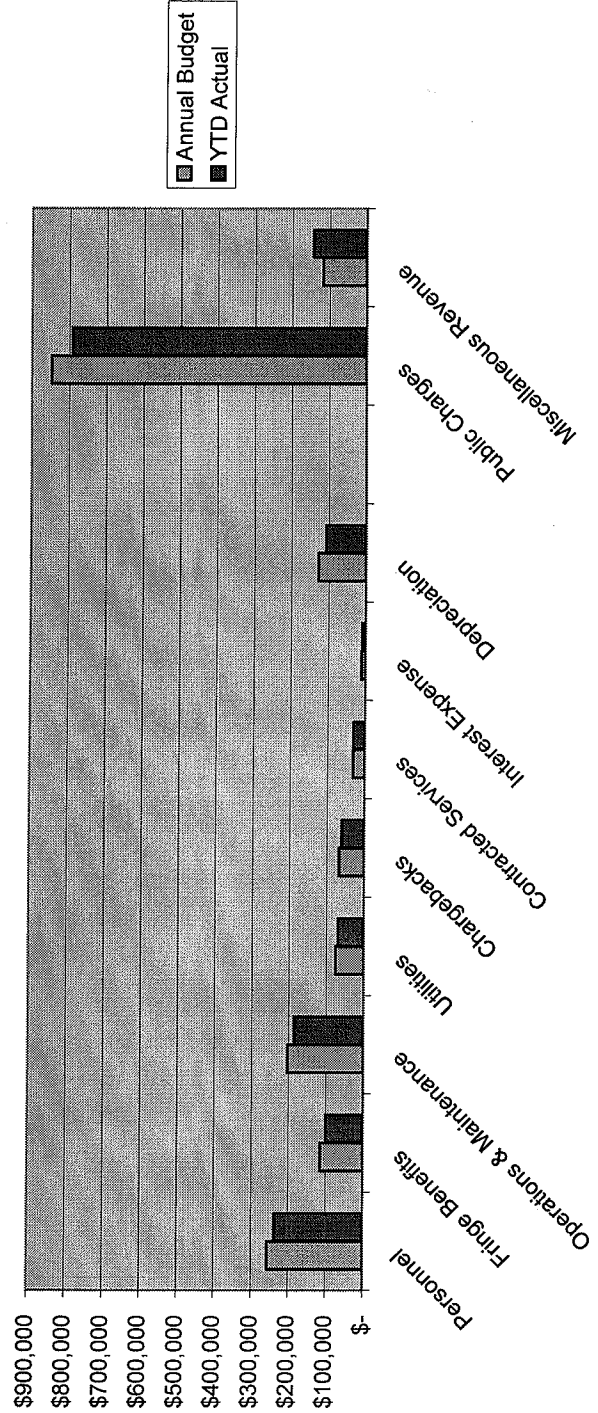
	Annual Budget	YTD Budget	YTD %
Personnel	\$ 256,167	\$ 237,769	93
Fringe Benefits	\$ 114,262	\$ 99,539	87
Operations & Maintenance	\$ 202,535	\$ 184,959	84
Utilities	\$ 75,040	\$ 68,089	91
Chargebacks	\$ 66,826	\$ 59,525	89
Contracted Services	\$ 30,786	\$ 29,948	97
Interest Expense	\$ 10,260	\$ 8,531	83
Depreciation	\$ 127,135	\$ 106,680	84
Public Charges	\$ 847,000	\$ 791,670	93
Miscellaneous Revenue	\$ 116,701	\$ 143,053	120

**HIGHLIGHTS:**

Revenues and expenses are well within budgeted amounts. The golf course is a seasonal operation that runs from April to November.

The Golf Course is an Enterprise Fund that returns \$62,060 to the general fund.

## Golf Course Budget Analysis November 30, 2009



**GOLF COURSE FINANCIAL STATISTICS  
AS OF DECEMBER 20, 2009**



**GOLF COURSE REVENUE:**

	<b>TOTAL PLAYERS</b>	<b>TOTAL REVENUE</b>
2009 YTD	35,104	647,919.35
2008 YTD	35,792	659,665.00 *
2007 YTD	36,525	637,644.75 *

**PASSES PURCHASED:**

		<b>PASSES SOLD</b>	<b>TOTAL REVENUE</b>
HUSBAND & WIFE	2,250	3	6,750.00
SR HUSBAND & WIFE	2,023	1	2,023.00
ADULT	1,250	66	82,500.00
FREE ADULT PASS	(1,250)	2	(2,500.00)
SR ADULT	1,124	36	40,464.00
JUNIOR	956	0	0.00
ADULT 18-22	650	4	2,600.00
JUNIOR LIMITED	300	31	9,300.00
TOTAL PASSES		<u>143</u>	<u>141,137.00</u>
REFUNDED PASSES			0.00
REVENUE FROM GC & DUPLICATE PASSES			3,423.75
REVENUE FROM DAILY PLAY			<u>647,919.35</u>
TOTAL REVENUE RECEIVED			<u><u>792,480.10</u></u>

**PRO-SHOP SHARED REVENUE (CARTS):**

	<b>COUNTY SHARE</b>
2009 YTD	60,697.13
2008 YTD	60,434.35 *
2007 YTD	53,252.28 *

**SAFARI STEAKHOUSE SHARED REVENUE:**

	<b>COUNTY SHARE</b>
2009 YTD	92,590.05
2008 YTD	90,624.64
2007 YTD	89,198.87

\* Effective for the week ending 4/19/09, YTD golf course comparison numbers for 2008 and 2007 were reported weekly, not daily. Because of this, the YTD comparison numbers from this point forward for 2008 and 2007 may include a variance of 1 to 2 days.



## BUDGET ADJUSTMENT REQUEST

<u>Adjustment</u>	<u>Description</u>	<u>Approval Level</u>
<input type="checkbox"/> Category 1	Reallocation from one account to another <u>within</u> the major budget classifications.	Department Head
<input type="checkbox"/> Category 2	<input type="checkbox"/> a. Change in Outlay not requiring the reallocation of funds from another major budget classification. <input type="checkbox"/> b. Change in any item within Outlay account which requires the reallocation of funds from any other major budget classification or the reallocation of Outlay funds to another major budget classification.	County Executive County Board
<input type="checkbox"/> Category 3	<input type="checkbox"/> a. Reallocation between budget classifications other than 2b or 3b adjustments. <input type="checkbox"/> b. Reallocation of personnel services and fringe benefits to another major budget classification except contracted services, or reallocation to personnel services and fringe benefits from another major budget classification except contracted services.	County Executive County Board
<input type="checkbox"/> Category 4	Interdepartmental reallocation or adjustment (including reallocation from the County's General Fund)	County Board
<input checked="" type="checkbox"/> Category 5	Increase in expenses with offsetting increase in revenue	County Board

Increase	Decrease	Account #	Account Title	Amount
<input checked="" type="checkbox"/>	<input type="checkbox"/>	100.062.100.4302	Parks – Park State Aid	\$24,782.52
<input checked="" type="checkbox"/>	<input type="checkbox"/>	100.062.001.5390	Parks – Other Miscellaneous	\$24,782.52
<input type="checkbox"/>	<input type="checkbox"/>			
<input type="checkbox"/>	<input type="checkbox"/>			

## Narrative Justification:

This transfer is associated with the 2008-2009 State Funded Snowmobile Trail Program. This grant is accounted for during the budget process and the original amount has been dispersed to snowmobile clubs. Due to the extended snow last season, the clubs are eligible for additional reimbursement through DNR Supplemental Funding. The approved amount for additional funds at this time is \$24,782.52.

## AUTHORIZATIONS

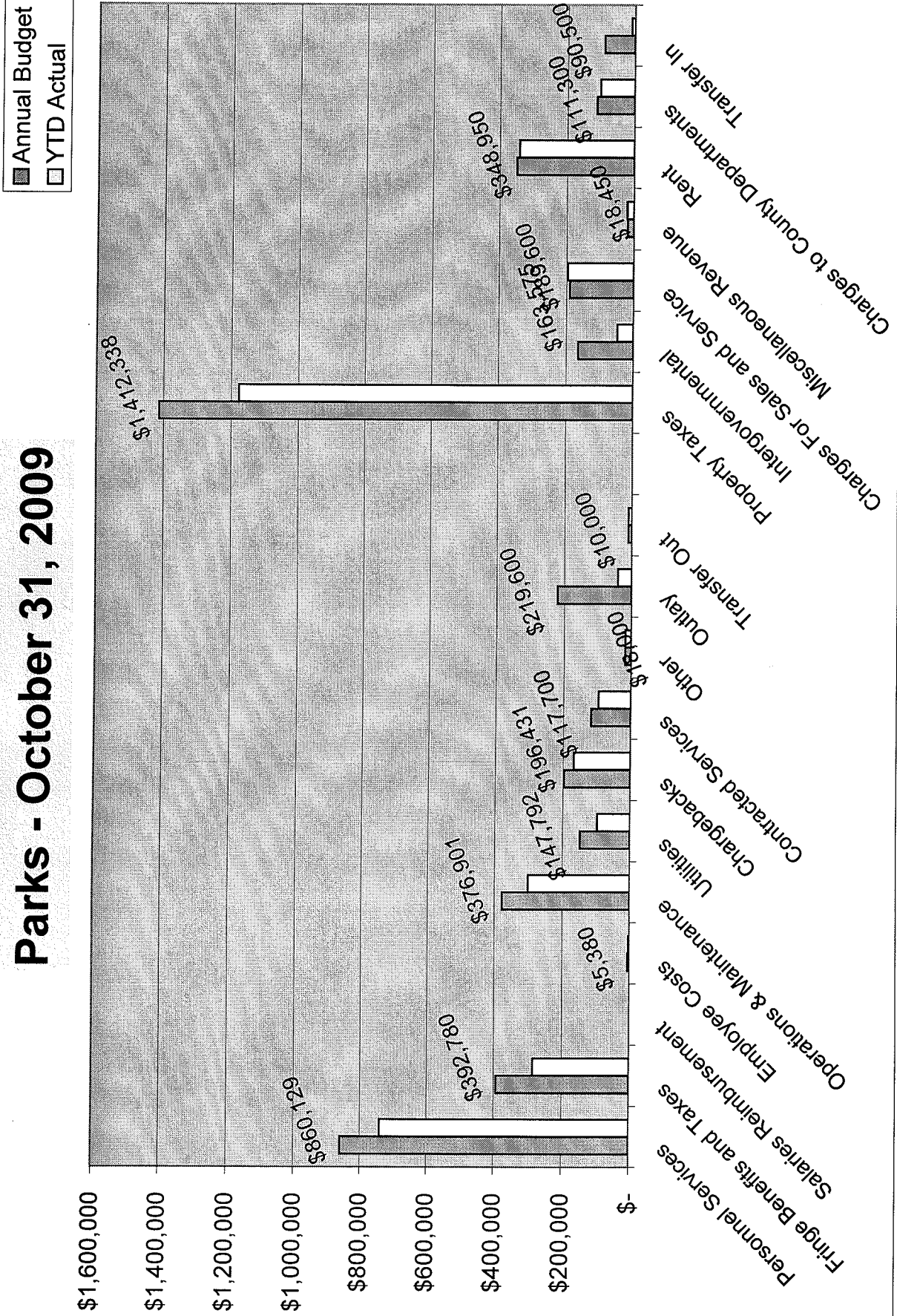
W E Dorell  
Signature of Department Head

Department: Fire & Public MgmtDate: 12/15/09

Sam Hany  
Signature of Executive

Date: 12/23/09

# Parks - October 31, 2009



# Director's Report Facility & Park Management November 2009

Marv Hanson

## **Fairgrounds**

- Park security, Park inventory & daily campground monitoring
- Ground leveling and seeding west side
- Process maintenance work orders
- Assisted with concrete work on FRT
- Rifle Range support
- Meeting with safety advisor on sound meter and measured decibel readings on equipment

## **Neshota Park**

- Cleaning, security checks and Park inventory
- Monitor deer hunters
- Host shelter reservations
- Ground stumps in picnic area
- Mowed trail system
- Split fire wood for shelter
- Greg Nemetz for his Eagle Scout Project obtained materials and built 10 Park benches (2 volunteers and 20 hours)

## **Way-Morr Park**

- Security checks and Park inventory
- Host weekly shelter reservations
- Laid first coat of asphalt for parking lot project
- Winterized restroom and water lines
- Planted shrubs & no-mow grass seed around parking lot project

## **Lily Lake**

- Cleaning, security checks and Park inventory
- Boat launch collection and enforcement
- Monitor deer hunters

## **Wrightstown Park**

- Security checks and Park inventory
- Boat launch collection and enforcement
- Removed mooring dock

## **Fonferek Glen**

- Cleaning, security checks and Park inventory
- Monthly sign inventory checklist
- Monitor deer hunters

## Matt Kriese

### **Barkhausen**

- Trail trimming with inmate crew
- Set up winter signage, snowshoe signs, etc.
- Prepared equipment for winter and stored summer equipment
- Animal husbandry duties
- Rifle Range assistance
- Nine day gun deer hunt monitoring and Park closure postings
- Continue working on the 110' marsh overlook boardwalk extension

### **Special Events or Programs**

- Hosted Green Bay Duck Club, Brown County Conservation Alliance and Deer Hunt Permit Holders meetings
- Presented at the 'Spectacular Science' event at St. Norbert's 75 attendees
- At-risk group painting picnic tables 10 volunteer 40 volunteer hours
- After school programming 27 attendees
- Host site for Leadership Green Bay Environmental Day 40 attendees

### **Suamico Boat Launch**

- Pass collection and enforcement
- Remove docks for the season
- Winterize restroom building

### **Fox River Trail**

- Routine trail inspections
- Trail blowing as necessary
- Judge Naze's memorial near completion (paver bricks, retaining wall, and benches installed)
- Installed footings, benches, and concrete slab south of Heritage Road for Pave-a-Mile campaign recognition
- Leaf collection
- Installation of hunting cautionary signs
- Installed snowmobile signage

### **Mountain-Bay Trail**

- Routine trail inspections
- Trail blowing as necessary
- Install hunting cautionary signs on all gates
- Installed snowmobile signage
- Adopt-A-Group clean ups 25 volunteers 50 volunteer hours

### **Devil's River Trail**

- Trail inspection as necessary

## Rick Ledvina

### **Bay Shore Park**

- Continued to cut up downed wood for sales in campground
- Received and spread out 200 yards of certified playground chips
- Docks were removed and boat landing was closed

### **Brown County Park/Pet Exercise Area**

- Security checks of the facility on a regular basis to maintain the integrity of the Park
- Users had a work weekend and replaced all of the fencing, enlarging the off leash areas. It was a very successful adventure and appreciated by all.

### **Pamperin Park**

- Most of the auction items were removed and the shop areas are cleaned up
- We continue to cut wood for Bay Shore
- All Ranger staff was at the Rifle Range the first two weeks of the month

### **VandeHei Property**

- Security checks of the facility on a regular basis to maintain the integrity of the Park

### **Wequiock Falls**

- Security checks of the facility on a regular basis to maintain the integrity of the Park

### **Brown County Golf Course Ski Trails**

- Waiting for snow and the ski season

## Jon Rickaby

### **Reforestation Camp**

- Completed 90 work orders
- Completed the Park and Zoo winterizations
- Contracted and completed the Pines Shelter siding replacement
- Renovated a part of the ski trailhead to improve grooming and flow
- Prepared all trails for winter programming
- All Park and Zoo furnace work preventatives
- Installed a snowmobile trail gate to deter vandalism and trespass
- All Park and Zoo inspections
- Horse trail leveling and tilling to ready for the ski season
- Leaf blowing on all ski trails
- Removed some walls in the Zoo Visitors Center to allow for a freezer
- Seeded the Zoo giraffe yard area
- Prepared the Mayan building to be opened to the public
- Installed a lion enrichment device
- Put out the large lighted Christmas animals for the Zoo
- 93.5 volunteer hours for ski trail repairs (53.5 of those hours were put in by Jim Johnson)

### **Rifle Range**

- Administration, maintenance and upkeep

# **COMPLEX ATTENDANCE FOR THE BROWN COUNTY VETERANS MEMORIAL COMPLEX**

<b>November-09</b>	<b>Date</b>	<b>Building</b>	<b>2009</b>	<b>2008</b>
Gamblers	November 7 2009	ARENA	2,343	2,826
Veterans Day ceremony	November 11 2009	ARENA	100	107
Brown County Vaccination Clinic	November 12 2009	ARENA	900	N/A
Brown County Vaccination Clinic	November 14 2009	ARENA	1,100	N/A
Sesame Street Live	November 19 2009	ARENA	1,155	1,009
Sesame Street Live	November 20 2009	ARENA	1,571	1,045
Sesame Street Live	November 21 2009	ARENA	4,367	2,659
Sesame Street Live	November 22 2009	ARENA	738	1,366
Karnage in the Kage		N/A		1,023
<b>ARENA TOTAL</b>			<b>12,274</b>	<b>10,035</b>
Sweat Sale	November 4 2009	SHOPKO	1,000	1,000
Sweat Sale	November 5 2009	SHOPKO	2,000	2,000
Sweat Sale	November 6 2009	SHOPKO	2,000	2,000
Sweat Sale	November 7 2009	SHOPKO	2,000	2,000
Sweat Sale	November 8 2009	SHOPKO	1,000	1,000
Snowmobile Show	November 13 2009	SHOPKO	1,571	2,280
Snowmobile Show	November 14 2009	SHOPKO	1,062	1,328
Everybody's Rummage Sale	November 21 2009	SHOPKO	2,625	N/A
Womens Extravaganza		SHOPKO N/A		561
Womens Extravaganza		SHOPKO N/A		1,100
<b>SHOPKO HALL TOTAL</b>			<b>13,258</b>	<b>13,269</b>
WIAA girls Volleyball	November 5 2009	RESCH	2,835	2,711
WIAA girls Volleyball	November 6 2009	RESCH	9,606	8,109
WIAA girls Volleyball	November 7 2009	RESCH	4,256	3,594
Trans-Siberian Orchestra	November 8 2009	RESCH	13,014	N/A
Great Lakes Spirit	November 14 2009	RESCH	1453	N/A
UWGB vs. Northern Michigan	November 18 2009	RESCH	1,579	1,843
Gamblers vs. Lincoln	November 20 2009	RESCH	1,663	2,683
UWGB vs. Long Beach State	November 21 2009	RESCH	2,382	1,338
Gamblers vs. Lincoln	November 21 2009	RESCH	2,750	2,837
Gamblers vs. Chicago Steel	November 25 2009	RESCH	2,709	2,092
Neil Diamond		RESCH	N/A	9,058
Radio City Rockettes		RESCH	N/A	8,987
Radio City Rockettes			N/A	7,403
Dolly Parton			N/A	2,424
UWGB Game			N/A	3,086
<b>RESCH CENTER TOTAL</b>			<b>42,247</b>	<b>56,165</b>
<b><u>TOTAL FOR NOVEMBER 2009</u></b>			<b><u>67,779</u></b>	<b><u>79,469</u></b>

Brown County  
Library  
Budget Status Report

11/30/2009

	Annual Budget	YTD Actual
Property Taxes	\$ 6,735,869	\$ 6,174,564
Intergov't Revenue	\$ 122,927	\$ 93,482
Charges for sales and services	\$ 318,580	\$ 289,408
Intergov't charges for services	\$ 1,537	\$ 1,257
Miscellaneous Revenue	\$ 7,400	\$ 3,288
Rent	\$ 103,602	\$ 94,208
Contributions	\$ 109,875	\$ 71,324
Transfer In	\$ 307,304	\$ 14,996
Personnel services	\$ 3,050,270	\$ 2,891,745
Fringe benefits and taxes	\$ 1,484,451	\$ 1,251,675
Salaries reimbursement	\$ -	\$ (250)
Employee costs	\$ 1,530	\$ 740
Operations & Maintenance	\$ 1,583,840	\$ 1,394,843
Insurance Costs	\$ -	\$ -
Utilities	\$ 440,484	\$ 337,695
Chargebacks	\$ 874,576	\$ 717,269
Contracted services	\$ 120,961	\$ 94,527
Other	\$ 1,400	\$ 938
Outlay	\$ 149,582	\$ 35,780
Transfer Out	\$ -	\$ -

**HIGHLIGHTS:**

Revenues: Our donation revenue is currently below the projected amount.

Expenses: Our expenses are currently under budget for information services chargebacks and utilities. We also have projects for wireless printing, E-commerce, library automation, and a direct digital controller that funds have not been expended yet.

**Library - November 30, 2009**

